1**4** September 1981

MEMORANDUM FOR: Brud

Bruce T. Johnson

Director

Office of Data Processing

STATFROM

Chairman, Management Advisory Group Office of Data Processing

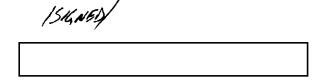
SUBJECT

: Management Advisory Group (MAG) & eview of Career Development Plans.

- 1. From June to August 1981, the MAG formally reviewed each ODP Career Development Plan.
- 2. Because the MAG represents a cross section of ODP personnel, we feel that our comments are typical of those for which the Career Development Plans were designed.
- 3. The following is the compiled list of comments, the result of our study:
 - a. Each guide should contain a standard discussion of employee ranking.
 - b. Where possible, guides should indicate forthcoming career opportunities, i.e. expansions, new requirements.
 - c. In most cases the Job Charts were too confusing. We suggest standardized Job Charts with standard instructions providing a highlighted example.
 - d. Job Charts constructed from actual cases were preferred over those showing hypothetical movements.
 - e. Part-time employees should be included in the Job Chart if employed by an office.
 - f. Career Development Plans and Job Charts should be accurate. Office changes should be made within a reasonable length of time.

PAGE 2

- g. There should be a contact point for revisions printed on the front of each Career Development Plan.
- h. All Career Development Plans should be a standard 8 1/2 by 11 inch size.
- i. The Career Development Plans should not leave out the discussion of training, and career paths, for secretaries.
- j. All Career Development Plans should indicate the Director of Data Processing is available for personnel counseling.
- k. Any discussion of the TEC course should be replaced with a list of required courses names, because the TEC course is not offered anymore.
- 1. The Test should be discussed where it is a factor in hiring.
- m. The Application Plan should contain a separate discussion of A, B, C, and D Divisions.
- n. The Management Staff Plan should contain a discussion of the selection of personnel to fill SIS schedule positions.
- o. The Career Development Plans should be unclassified to facilitate their movement and distribution. The Special Project Staff was classified 'Administrative-Internal Use Only'.
- p. A discussion of the Advance Work Plan and the Performance Evaluation Report, should be included in each guide.
- q. Further discussion of Rotational positions in and out of the offices concerned would be helpful.



STAT

STAT